Jury Evidence Recording Systems (JERS)

The Jury Evidence Presentation System (JERS) was developed by the Western District of North Carolina and allows juries to view electronic evidence during their deliberations. Evidence files are given directly to the clerk on a CD or flash drive. At the conclusion of the trial, JERS provides easy access to the admitted electronic evidence during deliberations through the use of a touch screen kiosk that is placed in the jury room. Jurors can view the electronic evidence multiple times, rewind videos, and zoom in on pictures.

The instructions for providing electronic copies of exhibits are below. This does not replace the instructions for marking your paper exhibits. These instructions are in addition to the standard exhibit marking instructions.

Please provide a flash drive or CD/DVD of your exhibits no later than the Friday before trial.

Counsel shall provide opposing counsel a copy of their exhibits on a CD. Counsel are to verify that the exhibits on the disc match the hard copy exhibits that will be used in trial.

If you have any questions, please feel free to call or e-mail the courtroom deputy for the assigned trial judge.

Batch Import Requirements

Multiple exhibit files can be imported into JERS using a batch import process. JERS requires the files included in the batch to be configured according to one of the following two methods:

A. File Naming Method

-   All files are provided on a single storage device such as a CD, DVD, or USB drive
-   Using any software or method, exhibit files are renamed using the following naming convention:

<exhibit number>-<exhibit part>_<exhibit description>.<file extension>

-   The use of the "underscore" character is required and is to be placed just before the exhibit description and cannot be used elsewhere in the exhibit name.

-   • Example listing of valid exhibit file names:

    1-a_Photograph of car.jpg [sub-part example]

    12_2009 Tax Statement.pdf

    100_video of accident.mpeg

OR

B.   Indexed File Method (for Sanctions Program export ONLY)

- All files are provided on a single storage device such as a CD, DVD, or USB drive
- A text delimited index file named Exhibits.txt is required.
- The Exhibits.txt file must consist of the following pipe delimited layout when naming file:

Exhibit Number (optional Sub-Part) | Exhibit Description | Exhibit File Name

**For both methods, do not use apostrophes, quotation marks, or all capital letters in the description of the exhibit. The description entered will be used to create the exhibit list in JERS, therefore please ensure proper capitalization and a neutral description are used. For exhibits that are nondescript [i.e., Photograph], please be descriptive [Example: Photograph of car] **

The following are the extensions to use when naming the file:

.pdf - documents
.wav - audio
.mpeg - video
.jpeg - photographs

USE ONLY THESE EXTENSIONS - NO EXCEPTIONS

IMPORTANT NOTES

- Please be aware that if, during trial, any exhibit is added or modified, counsel must provide the modified/additional exhibits on a separate (additional) disc, labeled with the appropriate exhibits numbers(s), to the courtroom deputy. Include only the modified or supplemental exhibits on the additional disc. Do not resubmit the exhibits previously provided.

- All paper exhibits submitted at trial will be returned to counsel, pursuant to LRCiv 79.1. The Clerk will not retain exhibits on the JERS system after trial. All documents on the JERS system will be deleted upon completion of trial.   Counsel are responsible for retaining electronic and non-electronic exhibits for submission to an appellate court.

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